

A Guide to the City of Lincoln Housing Code

Adopted August 10, 1992

INSPECTION CHECKLIST

The following is a list of some of the items that the housing inspector will check when an inspection is made.

1. GARBAGE AND RUBBISH

Is there an accumulation of debris, litter, rubbish, rubble and similar materials on the property?

2. RODENTS AND INSECTS

Is there evidence of rodents, roaches or other insects?

3. HANDRAILS

Are there handrails on all stairs having four or more risers? Are they placed thirty-four to thirty-eight inches above the tread nosing?

Do porches and balconies more than thirty inches high have guardrails?

Does the handrail and guardrail have median rails or balusters on unenclosed sides that were installed to Building Code requirements.

4. FOUNDATION

Is the foundation structurally sound and in good repair? Are there any holes, cracks, crumbling or loose bricks or mortar?

5. DOORS

Are there any doors broken or missing? Are hinges, knobs and closures secure and working properly?

6. WINDOWS

Are the windows free from breaks or cracks in glass? Are they reasonably weather tight? Do the windows operate properly to provide for ventilation?

7. STAIRWAYS, PORCHES AND STEPS

Are the stairways, porches and steps in a safe and sound condition?

8. ELECTRICAL

Does the dwelling unit have electrical service that has been installed and maintained in a safe manner in accordance with the National Electric Code? Does each habitable room have at least two separate electrical outlets or one outlet and one electric fixture?

Are extension cords being used in lieu of permanent wiring?

Is the electrical panel over-fused?

Is the knob and tube-wiring safe from splices and add-on wiring?

Are any electrical cables run on the floor, wall or ceiling surfaces?

Are all switches, outlets and electrical fixtures and surface mounted conduit secure and in good repair?

Has the weather head deteriorated where it may cause a safety hazard?

9. ADEQUATE LIGHTING

Does the bathroom, kitchen, laundry room, furnace room or public hall contain at least one ceiling or wall light fixture?

Does the public hall or stairway in your multiple units dwelling contain adequate light?

10. PLUMBING

Do all plumbing fixtures have proper water pressure and volume?

Do all drains and fixtures have proper drainage?

Are any of the supply or waste lines leaking?

Do faucets leak, have missing handles or bad spouts?

Do all apartment units have private bathroom facilities?

Are galvanized water lines free from rust pits and leaking threads?

Do fixtures have proper traps and water inlets?

11. BATHROOM VENTILATION

Does the bathroom have an operable window or mechanical ventilation capable of providing five air changes per hour?

12. MECHANICAL

Does the furnace supply adequate heat to all habitable rooms so that they can be heated at all times to a temperature of at least 70 degrees Fahrenheit at a distance of 3 feet above floor level?

Is the heating facility properly operating, vented and connected with all safety devices present and functioning?

Does the water heater have a pressure relief valve, and a metallic discharge pipe or drip leg?

Do all gas appliances have a gas shutoff valve on an approved gas line within three feet of the appliance?

13. WALKWAYS

Are the walkways, driveways and sidewalks maintained in good repair?

14. FENCES

Is the fencing located on the premises structurally sound and in good repair?

15. DRAINAGE

Does the surface runoff water drain away from the structure of the building?

16. EXTERIOR WALL

Is the exterior wall, siding or painting, in good repair and not peeling?

Is there 50% or more missing or damaged paint on any surface of the building?

17. ROOF

Is the roof free from all leaks and in generally good repair?

18. CHIMNEY

Are there any loose bricks? Does the chimney liner have a weather cap?

19. GUTTERS AND DOWNSPOUTS

Are the gutters and downspouts well supported?

20. USE OF BASEMENT/CELLER SPACE

If used as a habitable room...

Are the floor and walls impervious to leakage of underground and surface runoff water and insulated against dampness?

Is there an approved emergency exit from every sleeping room located below the 4th story?

Is there adequate window area to provide the required light and ventilation?

Is the ceiling height of the habitable areas less than the 7-foot minimum?

21. SCREENS

Are the screens in good repair? Are screens provided between May 15th and October 1st? Are there screens on all operable windows during this period?

22. FLOORS

Are the floors structurally sound? Are floor coverings free from tears and reasonably impervious to water?

23. INTERIOR WALLS

Are the walls structurally sound?

Is the paint or wallpaper in good condition?

Are there areas of missing plaster or holes in the drywall?

24. CEILINGS

Are the ceilings structurally sound? Is the paint or wallpaper in good condition?

25. CEILING HEIGHT

Do all ceilings in habitable rooms have a minimum ceiling height of seven feet?

26. SANITATION

Is the dwelling unit clean, sanitary and fit for human occupancy?

27. SUPPLIED FACILITIES

Are all lavatories, sinks, stoves, refrigerator and flush water closets in good working condition and sanitary?

28. SLEEPING AREA SIZE

Do all sleeping rooms have at least 70 square feet of floor space for the first occupant and at least 50 square feet for each additional occupant by more than one person?

29. OVERCROWED

Is there a minimum of 120 square feet in at least one room of the dwelling unit?

Are all efficiency units provided with a cooking appliance and a refrigeration facility?

30. ONE-HOUR FIRE WALL

Do all living units and basements or areas adjacent to boiler rooms and furnace rooms, in a multiple unit dwelling, have a one-hour fire separation and approved self-closing door?

31. EMERGENCY ESCAPE

Do all sleeping rooms below the fourth story have at least one operable window or exterior door that provides an approved exit directly to the outside?

32. EXIT SIGNS

Are exit signs being maintained in good condition and positioned as required by local codes?

33. EXIT WAYS

Are the exit ways kept completely clear of anything, which might prevent easy and rapid exit from the building in the event of a fire?

34. FIRE EXTINGUISHERS

Are there adequate fire extinguishers hung on walls or in approved cabinets in approved locations and currently tagged?

35. COMBUSTIBLES

Are all combustible materials properly stored or removed, particularly around furnace and water heaters?

36. SMOKE DETECTORS

Do all dwelling units have approved smoke detectors?

37. ACCESSORY STRUCTURES

Are garages and storage sheds maintained in good condition?

38. PREMISES IDENTIFICATION

Is the street address placed on the building in a position that is clearly visible and legible from the street?

This information has been designed to provide owners and tenants with general information on the housing code and the inspection fees for performing inspections on rental property. The enforcement of the Lincoln Minimum Housing Code plays a major part in conserving our City's older housing stock.

The housing code enforcement process really begins with your commitment to provide adequate, safe and sanitary living conditions. It requires the efforts of owners, tenants and the City to achieve a viable property maintenance program. It is important to the City that you are familiar with health and safety conditions which not only affect an individual's living environment, but the quality of life in our city.

This information is only a guide. For complete information, consult the Lincoln Minimum Housing Code that has been adopted under Chapter 21 of the Lincoln Municipal Code.

In addition, before a dwelling may be used and before any subsequent change in the use of the dwelling is made, the occupancy must be approved by the Building and Safety Department. Call 441-7061 for further information.

If you have any questions related to housing inspections, call the City of Lincoln Housing Code Office at 441-7785.

RENTAL PERMIT FEE SCHEDULE

Apartment License Permit

City ordinance 5.38.020 requires that all rental property with three or more units must have a permit to operate before occupancy is allowed. Fees are payable to the Housing Code Office on an annual basis. Multi-family, rooming units, hotels and motels are inspected every year.

Effective April 1, 1999

For each multiple family 3 units-----\$60

Each additional unit over 3-----\$ 6

Renewal of the annual permit is required within 30 days of the date that the previous permit expires. A delinquent penalty fee of \$50 will be required in addition to the permit fee.

Transfer of Rental Property

If a rental property requires a permit to operate (see rental permit fee schedule above) is sold, three things are required:

1. The seller shall apply for and pay the fee for a **Certificate of Compliance** from the Department of Building & Safety. The fee for this inspection is \$90 for the first three units and \$12 for each additional unit. A portion of this fee will be applied toward the cost of the first year's permit to operate the rental property.
2. The seller must tender to the buyer (prior to the closing of the sale) either a valid Certificate of Compliance completed by the Housing Code Office and the Bureau of Fire Prevention, or a copy of the list of deficiencies of code provisions.
3. The buyer is required to apply for a permit to operate a rental house no later than 30 days after the closing of the real estate transaction. A delinquent penalty fee of \$50 will be required if the permit is not applied for within 30 days of closing.